

MONROE COUNTY

JOB DESCRIPTION

Position Title: FIRE RESCUE BATTALION CHIEF (TRAINING)		Date: June 15, 2003
Position Level: 10	FLSA Status: Exempt	Class Code: 10-29

GENERAL DESCRIPTION

Administrative work and coordination of all of the Fire Rescue Department's training activities. Work includes, but not limited to, purchasing equipment and supplies, planning, scheduling and coordinating training courses, emergency responder training and certifications, enlisting of instructors, inventory and property control of station and academy training equipment. Also serves as the department safety officer. Assists in field operations as needed & responds to major emergency incidents in command or safety officer role as described in ICS, responds to other incidents to assess training needs.

KEY RESPONSIBILITIES

1. *Maintains a county-wide emergency responder training program of initial, refresher and continuing education courses. Prepares and administers proficiency examinations
 2. Prepares requests to purchase and issues purchase orders to appropriate department and training personnel.
 3. *Develops or oversees development of all needed firefighting, rescue, emergency medical services, hazardous materials and specialty rescue courses needed in the county.
 4. *Assesses current facilities, apparatus, and procedures for safe practices. Makes recommendation on changes to assure compliance with applicable local, state, and federal standards and regulations.
 5. *Inspects and manages the fire-rescue and training facilities and all related equipment and instructional materials.
 6. Assists in the development and management of the fire-rescue department & training budget, including purchasing functions.
 7. *Screens, interviews, recommends, schedules and supervises instructors to fulfill the requirements of the training program.
 8. *Performs as an instructor when needed in the classroom or in the field training of personnel.
 9. *Maintains accurate physical and computer files of individual emergency responder personnel, training and certification records. Such records to include date of enlistment, records of training by Monroe County and/or other agencies. Maintains a current record of each emergency responder's qualifications and certification status.
 10. *In concert with the Department's Medical Director, provides general direction to the Department's Infection Control Officer.
 11. *Conducts needs assessments for various training programs.
 12. Responds to major emergency incidents to function under incident command structure or to assess training needs.
 13. *Assists as needed in the Emergency Operations Center during emergencies coordinating resources for fire-rescue operations.
 14. Performs related work as required.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Associate's Degree or Two Year College equivalent required.
<i>Experience:</i>	8 years
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire department or class. Position duties may include responsibility for developing strategic plans for one or more divisions.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<i>Communication with Others:</i>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.
<i>Working Conditions/ Physical Effort:</i>	Work can involve major physical exertion, and or physical strain at stations or during training exercises and major emergency incidents. May be exposed to hazardous materials, hazardous atmospheres, and hazardous environments during training and major emergency incidents.
<i>On Call Requirements:</i>	Responds to major emergency incidents to function in command position or as the Incident Safety Officer as it relates to ICS. After hours contact person for apparatus repair. On call pending disasters.
<i>Other:</i>	Must possess, or obtain within one year of employment, State of Florida Minimum Standards Certification as a Firefighter; State of Florida Minimum Standards Instructor Certificate, State of Florida certification as an Emergency Medical Technician, valid Florida drivers license. Instructor II and paramedic certification are desirable.

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(TRAINING)

Class Code:

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APPROVALS

Department Head:

Name: Clark O. Martin, Jr.

Signature:



Date: 6-15-03

Division Director:

Name: James L. Roberts

Signature:



Date: _____

County Administrator:

Name: James L. Roberts

Signature:



Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____

Signature:

Date:
